

Overview: Use this report to view your team's goals by employee or by goal. Use this process to add a goal to your employees. Each employee's goals that are either in progress or completed are visible to review and/or edit. Notes can be added to goals to document progress or changes that affect the goal(s). Click the employee's name and perform related business processes.

1. Enter **My Team's Goals** in the Search box.
2. Select **My Team's Goals** from the Task and Reports list.

Add Goal to Employees

3. Click **Add Goal to Employees** to add an additional goal to specific employees and/or organizations.
4. Click Create New Goal to assign it to:
 - a specific employee
 - more than one employee
 - a specific organization
 - more than one organization

OR

Click the Copy Existing Goal to assign it to:

- a specific employee
- more than one employee
- a specific organization
- more than one organization.

5. Click Prompt and select the existing goal category.

CATEGORY	DEFINITION
Personal Goals	Select the employee to select one of their goals
My Organization Goals	Select your organization to select one of their goals
All Organization Goals	Select the organization to select one of their goals
Goals by Category	Select the goal category to select one of their goals

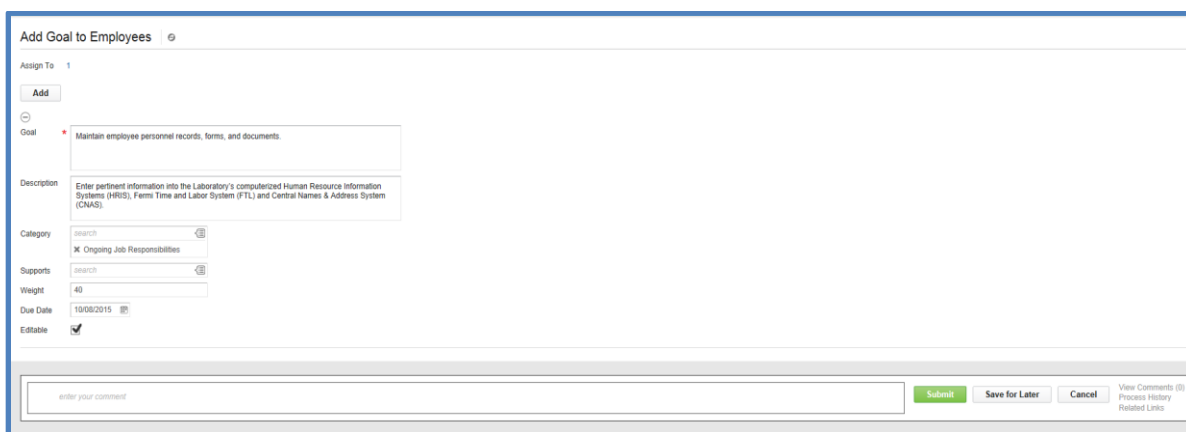
Assign To

1. Click Prompt and select the employee(s) to add the goal.
2. Click Prompt and select the organization(s) to add the goal.

- If Organizations are selected, the Include Subordinate Organizations check box displays. This is a good way to assign the goal to the subordinate organizations of the selected organizations.
- Click **OK**.

Enter Goal

- Enter the **Goal** and detailed **Description**.



- Select the appropriate **Category** for this goal.

CATEGORY	DEFINITION
Departmental/Team Goal	Goals that support the Laboratory's strategic goals and are translated into specific goals at the Departmental/Team level.
Development Goals	Goals that encourage an employee to hone or expand current skills or acquire new skills.
Ongoing Job Responsibilities	Major job requirement or activity identified in a job description that must be met on a continuous basis. These goals include routine tasks or tasks that remain relatively constant.
Project Based Goals	Special projects or other tasks unique to the current performance cycle. These goals change from year to year.

- If the goal supports a department or Lab-wide goal, select the goal it **Supports**.
- Enter a **Weight** for this goal to prioritize your goals.
- Enter the **Due Date**.
- Uncheck the **Editable** check box if this goal should not be edited by the employee(s).

5. Click **Submit**.

6. Click **Done**.

When all goals have been entered or updated, click the Workday logo at the top of the window to return to the FermiWorks Home page.

NOTE: Any time a goal is updated, it is sent to the manager for review and approval.

This process also displays all employees' goals.

Click the **Edit** button or the goal to make updates.

Click the **By Goal** tab to view all employees' goals.